

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES - SOCIAL SERVICES, COUNTRYSIDE ADULT HOME & YOUTH PROGRAMS

DATE: FEBRUARY 24, 2011

COMMITTEE MEMBERS PRESENT:

SUPERVISORS LOEB
KENNY
BENTLEY
STRAINER
WOOD
MCDEVITT
SOKOL

OTHERS PRESENT:

SHEILA WEAVER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
DEANNA PARK, DIRECTOR, COUNTRYSIDE ADULT HOME
MARGARET SING SMITH, DIRECTOR, WARREN COUNTY YOUTH BUREAU
DANIEL G. STEC, CHAIRMAN OF THE BOARD
JOAN SADY, CLERK OF THE BOARD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS GIRARD
MCCOY
TAYLOR
THOMAS
VANNESS
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
CHRISTIE SABO, DIRECTOR OF OFFICE FOR THE AGING
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Loeb called the meeting of the Social Services Committee to order at 9:30 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Sokol and carried unanimously to approve the minutes from the prior meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Sheila Weaver, Commissioner of the Department of Social Services (DSS), who distributed copies of her agenda to the Committee members. *A copy of the agenda is also on file with the minutes.*

Commencing with the agenda review, Ms. Weaver announced that Items 1-4 consisted of travel requests, which she outlined as follows:

1. Deborah Bombard to attend Case Processing Review Training for Temporary Assistance Supervisors in Albany, NY on March 23 - 24, 2011 and April 6 - 7, 2011;
2. Carrie Wright and Cara Watkins to attend SCREEN Training in Latham, NY on April 6, 2011;
3. Lenora Merkle to attend training at the Chronic Care Institute in Albany, NY on April 12 - 15, 2011; and
4. Two new Child Protective Services (CPS) Caseworkers to attend Child Welfare/CPS Common Care Training in Albany, NY on April 11 - 15, 2011, April 26 - 29, 2011, May 10 - 13, 2011 and May 24 - 27, 2011.

Mr. Loeb noted that training was critical for all Departments and was appreciated by Social Services employees.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to approve all four travel requests as outlined above. *Copies of the Authorization to Attend Meeting or Convention forms are on file with the minutes.*

Ms. Weaver announced that Agenda Item 5 consisted of a request to fill the vacant position of Caseworker #32,

base salary \$35,385, which would be vacated due to resignation effective February 25th. She noted that the position was part of the CPS Unit, which handled a very high caseload, and received 75% reimbursement.

Mr. Bentley questioned why the employee had chosen to resign from the position and Ms. Weaver replied that the matter should be discussed in an executive session as it concerned the employment history of a particular person. Don Lehman, of *The Post Star*, interjected his opinion that an executive session was not appropriate for discussion concerning a former employee, to which Ms. Weaver replied that the person was still employed by the County as the resignation would not become effective until the following day.

Motion was made by Mr. Kenny, seconded by Mr. Bentley and carried unanimously to enter into executive session to discuss the employment history of a particular person, pursuant to Section 105(f) of the Public Officers Law.

Executive session was held from 9:34 a.m. to 9:37 a.m.

Upon reconvening, Mr. Loeb announced that no action had been taken during the executive session.

Motion was made by Mr. Sokol, seconded by Mr. Kenny and carried unanimously to approve the request to fill the vacant position and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Proceeding to the next agenda item, which consisted of Old Business/Pending Items, Ms. Weaver announced that she had no new information to present relative to the examination of properties for sale that might be suitable for housing the homeless.

Concluding the agenda review, Ms. Weaver addressed the Topics for Discussion section, which she outlined as follows:

1. Overtime Report - Ms. Weaver pointed out that the Overtime Report, which was included in the agenda packet, reflected a slight decrease in overtime use over the past two pay periods; she noted that the overtime use had been necessary to address increased caseloads in certain program areas. Mr. Kenny noted the figures reported were considerably higher than the amounts provided for the same time frame during the prior year. He further noted that 20% of the overtime budgeted for 2011 had been expended for the months of January and February, which was concerning because the budget would likely be over-expended by the end of the year if changes were not made. Ms. Weaver replied that she had added a new position in the CPS Unit which she hoped would decrease overtime use; additionally, she noted that overtime costs in the HEAP (Home Energy Assistance Program) Unit would be eliminated in mid-April. Mr. Loeb advised that in prior discussions with Ms. Weaver, he had learned that for the current heating season she had decided to use overtime to cover associated service needs, rather than fill a vacant position within the Unit. Ms. Weaver confirmed this statement and expounded that due to a decrease in the amount of administrative funding received from the State, she had determined it would be more cost effective to hire two part-time temporary positions, rather than three. She added that the employment term of one of these positions had already concluded, leaving one part-time position to address the incoming HEAP applications, which did not seem to be decreasing as initially anticipated. In order to assist with the consistent workload, Ms. Weaver said they had been using staff from alternate program areas to assist with HEAP application review, which incurred overtime costs.
2. Budget Status Report - The agenda included copies of the Budget Status Report, Ms. Weaver advised, as well as two different versions of the Budget Analysis Report for 2011 Revenues and

Expenditures. She explained that the first version reflected the salary and administrative costs for the DSS and Countryside Adult Home, while the second included the various program and Youth Bureau costs; Ms. Weaver then asked the Committee which version of the Report they preferred to receive in the future. Mr. Loeb pointed out that the major difference between the two reports was the .400 Contractual Codes, totaling about \$25 million, which served as a "pass-through" for the Department. Following a brief discussion on the matter, it was the consensus of the Committee that Ms. Weaver should provide a one-page summary report listing the totals for the information included in both versions of the Budget Analysis Report. Continuing, Ms. Weaver pointed out that the agenda included the Expense and Revenue Budget Performance Reports for both 2010 and 2011 as they had yet to receive all of the 2010 revenues. She noted that thus far, they had received 71% of the revenues anticipated for 2010, but none for December; therefore, she added, she expected the figures reflected in the 2010 Revenue Budget Performance Report to increase. Referring to 2010 expenditures, Ms. Weaver apprised that 91% of the Budget had been expended and although there were still some remaining expenses to be included, she felt some monies would be returned to the General Fund. Mr. Kenny questioned whether there was any confidence that 100% of the State funding anticipated for 2010 would be received and Ms. Weaver replied in the negative, noting her opinion that they were likely to receive closer to 80% of the total expected. She pointed out that the anticipated revenues included in the 2010 Budget were based on a conservative estimate provided by Kathy Baker, Fiscal Manager. Mr. Loeb reminded the Committee that the revenue figures did not account for any associated Local Share costs.

3. Request to have a CPS Caseworker co-located at the Care Center - Ms. Weaver announced that they had received a request to co-locate a CPS Caseworker at the Care Center for 8.5 hours per week. She explained the DSS had a working relationship with the Care Center which included placement of a CPS Caseworker at the Center at least two afternoons per week to take part in interviews for children who had been physically or sexually abused. Ms. Weaver stated that this request would enhance the relationship with Washington County DSS who shared the Care Center with Warren County. She noted the Caseworker would still be able to address all of the responsibilities typically associated with their position through the use of a laptop which they would bring with them while working at the Care Center. Ms. Weaver opined this would be a win-win situation for both the DSS and the Care Center, as the Care Center could not afford to provide a portion of the salary for the Caseworker position, but were willing to provide training and equipment not currently funded in the DSS Budget in exchange for these services. Mr. Loeb asked for confirmation that there would be no decrease in productivity for the Caseworker position, which Ms. Weaver provided; she added that there were currently five or six Caseworkers that rotated interview attendance appointments at the Care Center and this agreement would dedicate one primary worker for these services. Mr. Bentley questioned whether a resolution was necessary to formalize the agreement and Joan Sady, Clerk of the Board, replied in the negative.
4. Intern Carolyn Vane - A new intern by the name of Carolyn Vane would begin working with the DSS that week, Ms. Weaver announced. She said Ms. Vane was an intern from SUNY (State University of NY) Adirondack who had to accumulate 90 hours of intern service between her start date and the end of May.
5. Impact of State Budget - Ms. Weaver advised that the agenda included an extensive listing of items which could potentially cause a negative impact to the County if the proposed State Budget was adopted. She proceeded to review the list for the Committee's benefit. Discussion ensued relative to this matter and the potential for additional unfunded State mandates.
6. Update on Caseloads - Over the past three months, the number of applicants attending scheduled appointments for Temporary Assistance benefits had increased from 59% to 71%, Ms. Weaver

apprised. Additionally, she noted that the number of scheduled appointments had risen from 94 to 136, while the total for unscheduled emergency meetings had remained at 123. She concluded that although caseload increases were being incurred in all program divisions, she had chosen to highlight the Temporary Assistance Unit as a specific example. Mr. Kenny pointed out that these increases reflected a sign of times to come, and noted that increased unfunded State mandates were likely to cause DSS caseloads to double and triple in the coming years.

There being no further DSS business to discuss, privilege of the floor was extended to Deanna Park, Director of Countryside Adult Home, who distributed copies of her agenda to the Committee members. *A copy of the agenda is also on file with the minutes.*

Ms. Park announced that Agenda Item 1 consisted of a request for permission to pursue an NYSDOH (New York State Department of Health) waiver for Adult Day Care services. She noted the agenda included a spreadsheet listing local Adult Day Care programs and explained there were two models that could be implemented, either social or medical, but clarified that Countryside would be unable to provide a medical model plan because that would require Certified Nursing Assistant staff, which they did not have. Ms. Park pointed out that the spreadsheet included information, such as model types, rates, hours of operation, average participants and other pertinent information; she added that she had been unable to gain definitive information with respect to actual revenues or expenses. The benefits of this type of facility, she explained, were that they improved the census and created a waiting list for long-term placement while providing a service to the residents within the community. Ms. Park said they proposed a program with a maximum of six participants, which would not require the introduction of additional staffing, with the only costs incurred being the meal expenses to be paid by the attending participants. She advised that a fee had not been established for the proposed Adult Day Care program but could be determined by the Committee if they decided to move forward.

Mr. Loeb questioned how the proposed Countryside program would compare to the facilities listed on the spreadsheet and Ms. Park responded that theirs would be a social program for which she would suggest a rate of \$45 per day. As far as hours of operation, she said they would be available Monday through Friday, 8:00 a.m. to 4:00 p.m. Ms. Park advised that they had not included transportation availability in their proposal, as that would require additional staffing, and suggested they begin the program with no transportation services and determine whether there was appropriate demand before introducing them.

In reviewing the information provided in the spreadsheet, specifically staffing levels and rates, Mr. Kenny stated he did not feel there was a significant opportunity to raise revenues through this venture. Ms. Park replied that no additional staffing would be necessary and they would be collecting revenues based on current staffing expenses. She added that based on the number of referrals received, approximately one of every six applicants was interested in Adult Day Care services. Ms. Park advised that interaction through this type of program would also give her staff the opportunity to pre-determine whether certain individuals would make good long-term residents for the Countryside Adult Home.

Chairman Stec questioned what actions would be necessary to introduce Adult Day Care services on a trial basis and Ms. Park replied that the appropriate applications would need to be filed with NYSDOH to obtain a waiver and proper approvals for the program.

Mr. Strainer opined that these services would be a great benefit to elderly members of the community and would also help to better determine long-term placement for potential Countryside residents. He said that since there

would be no cost to seek out the necessary waivers and permissions, he was in favor of allowing Ms. Park to begin the approval process and determine the feasibility of the proposal. Christie Sabo, Director of the Office for the Aging, interjected that her Department received a number of requests for these services and she pointed out that Warren County was one of the only Counties in the area that did not provide them. Mr. Loeb cautioned that before making final decisions, the Committee should confirm this program would not incur additional costs to the County and Ms. Park responded by reiterating this should not be an issue as the only additional expense would be for the meals paid by program attendees through the per-day fee charged. She advised that no additional staffing would be necessary unless the program was expanded in the future; she added that NYSDOH regulations required a bed or chair be provided to each participant, as well as a chart, which were already available.

Motion was made by Mr. Strainer, seconded by Mr. Bentley and carried unanimously to authorize Ms. Park to apply to the NYSDOH for the necessary waiver and permissions to provide Adult Day Care services at the Countryside Adult Home, and the necessary resolution was authorized for the March 18th Board meeting. *A copy of the request is on file with the minutes.*

Ms. Park apprised that in previous discussions, NYSDOH officials had indicated it would take a few months to process the request, so she was unsure when the approvals would be received. Mr. Loeb questioned whether these services would affect Countryside's capacity for long-term residents and Ms. Park replied in the negative.

Continuing to Agenda Item 2, Ms. Park presented a request for a new contract with Fire Control Systems for the term commencing March 1, 2011 and terminating February 28, 2012 to provide sprinkler system inspections at the Countryside Adult Home. She said the cost was \$200 per inspection and at least one per year was required by NYSDOH regulations, or more if requested by the Fire Prevention & Building Code Enforcement Department. Ms. Park noted that she had contacted Karen Putney, Administrator of Fire Prevention & Building Code Enforcement, to discuss the matter, but had not received any response as to whether more than one inspection per year would be necessary. In conclusion, she advised that the contract would incur a minimum cost of \$200 per year, or a maximum of \$800 per year, based on the number of inspections provided; however, she concluded, the services were necessary as per NYSDOH regulations.

Mr. Strainer said he was concerned that the number of inspections required per year was not specifically identified and he questioned why a contract was necessary to obtain services that might only be needed once per year, to which Ms. Park responded that Julie Pacyna, Purchasing Agent, had advised that a contract was necessary. She added that four quotes were received, with the lowest being obtained from Fire Control Systems. In response to a question posed by Mr. Kenny, Ms. Park confirmed the initial contract would be for a one-year term, with renewals being sought on an annual basis.

Motion was made by Mr. McDevitt, seconded by Mrs. Wood and carried unanimously to approve the request for a new contract with Fire Control Systems, as previously noted, and the necessary resolution was authorized for the March 18th Board meeting. *A copy of the request is on file with the minutes.*

Ms. Park announced that Agenda Item 3 consisted of a request to authorize travel for herself to attend the ESAAL (Empire State Association of Assisted Living) 32nd Annual Conference & Trade Show at the Sagamore Hotel in Bolton, NY on May 15 - 18, 2011. She said the cost to register was \$699 if submitted by March 11th, or \$769 thereafter, and would provide her with 26 of the 60 credit hours required for her position. Mr. Kenny asked if the conference total included costs for lodging and Ms. Park replied in the negative, stating that she would be traveling back and forth to the conference on a daily basis using her own vehicle and would not require lodging.

Motion was made by Mr. Sokol, seconded by Mr. Bentley and carried unanimously to approve the travel request as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Agenda Item 4, Ms. Park advised, pertained to a request for permission to advertise in affiliation with the 2011 Adirondack Region Walk to End Alzheimer's on May 15th. She said the cost for a Silver Sponsorship package was \$250 and included advertisement of the Countryside facility name on the Walk brochures and t-shirts, as well as postings at congregation sites during the Walk and the opportunity to include a promotional item in the goody bags distributed during the event. Ms. Park opined that this would be a good way to promote the Countryside Adult Home and advertise their services. Mr. Loeb noted that a resolution was not necessary to authorize the expenditure as long as funding was available within the existing budget.

Mr. Kenny said although he felt the Walk to End Alzheimer's event was a worthy cause, he did not feel comfortable authorizing an expenditure of funds for advertising purposes in light of the fact that the Countryside Adult Home struggled to maintain its budget and typically incurred an expense to the County. He added that he did not feel advertising at a one-day event, which was not likely to bring a considerable amount of business to the facility, was justified. Ms. Weaver said that if they wanted to increase the number of residents housed at Countryside, subsequently increasing revenues, advertising might be necessary and it had been her suggestion that the matter be brought to Committee for consideration. Ms. Park further noted that this was a good way to advertise the facility while supporting a worthy event. Mr. Kenny pointed out that Agenda Item 5 consisted of a request to advertise in the Glens Falls Hospital Patient Guide at a cost of \$982 per year for a quarter page ad and said he would support this initiative over the previous advertisement request as it had the potential to reach more viewers.

Mr. Loeb polled the Committee respective to the advertising options provided and found that Messrs. Bentley, Kenny, Strainer and Mrs. Wood favored advertising in the Glens Falls Hospital Patient Guide, while Messrs. Sokol and McDevitt opined there was no value in paid advertisements when free social networks, such as Facebook could be utilized. Mr. Taylor stated that although he was not a member of the Committee, he agreed with Messrs. Sokol and McDevitt. Mr. Strainer said he would like to review the advertisement before it was placed.

Following further discussion, it was the consensus of the Committee to approve an advertisement in the Glens Falls Hospital Patient Guide and forgo advertising in connection with the 2011 Adirondack Region Walk to End Alzheimer's.

Resuming the agenda review, Ms. Park addressed the Old Business/Pending Items section, which she outlined as follows:

1. Discussion was held on the initiative to pursue a Social Adult Day Care waiver earlier in the meeting;
2. Ms. Park advised she had no new information to present relative to research and review of invoices received from Technical Building Services by Paul Dusek, County Attorney/Administrator; and
3. Respective to laundry service issues and the feasibility of obtaining services from an outside source, Ms. Park said this matter was also to be researched by Mr. Dusek and she had no new information to present.

Concluding her review, Ms. Park outlined the Topics for Discussion portion of the agenda as follows:

1. Relative to overtime use, Ms. Park apprised that 87.6 overtime hours had been incurred over the past two pay periods, which included one holiday. She noted the total reported reflected an 83.9 hour decrease from the amount used during the same period in the prior year;
2. Ms. Park announced the current census for Countryside Adult Home was 41 residents including 16

- men and 25 women with the average age being 71.5;
3. Five referrals had been received for the month, Ms. Park stated, one of which was looking for day care only, another required a higher level of care than could be provided at the facility and a third had active Medicaid coverage in another County. She noted that they were awaiting responses from the final two referrals received. Ms. Park advised there had been no new admissions or discharges to report during the month of February; and
 4. Ms. Park said she had no new information to present with respect to VA (Veterans' Administration) aid applications.

Referring to discussion held at a prior Committee meeting, Mr. McDevitt inquired as to the availability of new information relative to whether the Countryside Adult Home had garnered any savings by obtaining laundry services through the Westmount Health Facility. Ms. Park replied that the actual costs associated with the laundry services were being researched by Mr. Dusek to make this determination; however, she noted, although there might be a savings to Westmount and the County through use of the co-generation facility, there appeared to be no cost savings for Countryside.

Privilege of the floor was extended to Margaret Sing Smith, Director of the Warren County Youth Bureau, who distributed copies of her agenda to the Committee members. *A copy of the agenda is also on file with the minutes.*

Proceeding with her review, Ms. Smith directed the Committee members to the second page of the agenda which included a listing of the 2011 proposed program allocations sorted by municipality as determined based on a per capita formula. In addition to the municipal awards, Ms. Smith pointed out that the proposed distribution of funds to four not-for-profit organizations were also listed, one of which was the Warren County Youth Court. She went on to clarify that the amounts listed represented the figures they had intended to seek in State funding, but had been unable to submit the proper applications because the State had failed to make the electronic portal for application submission available. Ms. Smith said they had subsequently received information indicating that Governor Cuomo's State Budget proposal sought to reduce funding and combine the remaining amounts into a Primary Prevention Incentive Program (PPIP), providing competitive funding opportunities that would negatively affect her Department.

Mr. Kenny noted the agenda indicated that the State had yet to release 2011 program funding and he questioned whether they expected this to happen. Ms. Smith responded that the information provided consisted of proposed figures only because the State Budget had not yet been adopted. She expounded that funding for 2010 had not been received until the middle of the year and it was her understanding that any funding amounts reduced could be restored if the State was inclined to do so. Mr. Kenny said disturbing news was being received from the State respective to previously promised funding, for example, he cited the Sheriff's Boat Patrol which the State had recently decided to discontinue funding for, as well as to rescind their previous pledge to provide reimbursements for 2010 expenses.

Mr. Loeb opined that although it represented a benefit to the youth of Warren County, they might be faced with the difficult decision of whether or not to continue the Youth Court Program due to decreasing State funding. Additionally, he commended the Town of Queensbury for their volunteered donations to the program over the past three years, which totaled \$36,000.

Ms. Smith indicated that the funds currently supporting the Youth Court Program were comprised solely of County dollars managed by the Youth Bureau through a contract. She said a resolution approved at the February 18th Board meeting had approved the contract for Youth Court operation; however, she noted, there had seemed to be some

confusion as to what funding was being utilized. Ms. Smith reiterated that only County dollars were being used as State funding had yet to be released and all of the STOP-DWI funding allocated to the Youth Court by the Traffic Safety Board in previous years had been eliminated for both 2010 and 2011. Mr. Loeb said he recalled a portion of the conversation held at the Board meeting wherein Mr. Bentley had identified an alternate funding source potentially available for Youth Court operations. Mr. Bentley advised that there might be STOP-DWI funding available through the reserve held by the Traffic Safety Board which could be used to support the Youth Court, but noted he did not have any definitive information on the amount of reserve funding available or whether it could be used for this purpose.

A short discussion ensued, following which Mr. Loeb asked Mr. Bentley to research the availability of funding identified and inform the Committee at their next meeting.

Relative to the funding situation and reductions identified in the Governor's budget proposal, Ms. Smith apprised she was prepared to seek out letters from the community in support of maintaining Youth Court funding and had also met with Senator Little and Assemblywoman Sayward to discuss the budget situation and effects on the Youth Court Program and to seek their assistance in retaining funding. She advised that the agenda included a resolution request, as well as a sample resolution, indicating the benefits of Youth Programs to the community and the devastating effects that reduced funding would have.

Mr. Loeb noted that because there was no Legislative & Rules Committee meeting scheduled, it would be appropriate for the Social Services Committee to approve the resolution request in order to forward it on for consideration at the March 18th Board meeting.

Mr. Strainer questioned whether any type of fee had been assessed to the offenders taking part in the Youth Court Program in the past and Ms. Smith replied in the negative. Mr. Strainer noted that the Youth Court Program allowed applicable offenders the opportunity for their case to be heard by a group of their peers, rather than having to go before a County or Town Court and incur the costs of legal representation, and he asked if a fee could be charged to help offset operational costs. Ms. Smith said that she had previously mentioned this possibility to the agency in charge of operating the Youth Court Program but there had been concerns that the families of the youth taking part in the Program would not have the resources available to pay the fee. She added that State funding received in the past had not allowed for a charge to be assessed; however, she said, she thought those guidelines had been eliminated and she could certainly reintroduce the topic for consideration. Ms. Smith apprised that the agenda included a copy of an article written by the State Comptroller highlighting the "Cost-Effective Investments in Children at Risk" and identifying the costs savings potential for early intervention programs aimed at reducing crime and teenage pregnancy while promoting school and workforce productivity.

Following further discussion, motion was made by Mr. Bentley, seconded by Mr. Kenny and carried unanimously to approve the request for a resolution opposing the proposed PPIP that would negatively impact Youth Programs and the necessary resolution was authorized for the March 18th Board meeting. *A copy of the request and the draft resolution are on file with the minutes.*

Concluding the agenda review, Ms. Smith regretfully announced the cancellation of the Warren & Washington Counties Youth Leadership Summit for 2011, based on the limited resources of both municipal organizations. She said the decision to cancel the Summit had been difficult to make; however, she added, the news had been well received by the participants, who indicated that although they would have preferred to attend, they understood the financial constraints facing both Warren and Washington County. Ms. Smith stated that with increased support,

she hoped the Summit could be reintroduced for 2012 as it made a considerable impact on the participating youth.

Mr. Geraghty questioned the cost of the Summit and Ms. Smith replied that she had intended to contribute \$500, which was available within her existing budget, towards the luncheon portion of the event, but noted that in addition to a lack of remaining funding on the part of Washington County, there was also a lack of volunteer assistance to help organize the event.

Discussion ensued.

There being no further business to come before the Committee, on motion made by Mr. Bentley and seconded by Mr. Strainer, Mr. Loeb adjourned the meeting at 10:57 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist
As typed by Amanda Allen, Sr. Legislative Office Specialist